

# SHORT TERM PERMIT APPLICATION AND AGREEMENT FORM



Short-term rental of residential property is defined as the commercial use by any person of residential property for transient lodging uses where the term of occupancy, possession or tenancy of the property by the person entitled to such occupancy, possession or tenancy is less than thirty (30) consecutive calendar days. Such use is allowed in the C/MU-1, C/MU -2 and C/MU-3 Zones subject to approval of a Short-Term Permit application and the submittal of a \$100 nonrefundable processing fee and other required documents.

<b>APPLICANT INFORMATION</b>	<b>Property Address:</b>			<b>APN:</b>	
	<b>Property Owner:</b>				<b>Phone #:</b>
	<b>Mailing Address:</b>				
	<b>Property Manager:</b>			<b>24-hr phone #:</b>	
	<b>Business License #:</b>			<b>Maximum # of occupants (one person per 200 sq. ft.):</b>	
	<b>Floor area of dwelling:                      sq ft</b>				
<b>CITY USE ONLY</b>	<b>Short-Term Permit #:</b>			<b>\$100 fee    Receipt #</b>	
	<b>Department</b>	<b>Date Rec'd</b>	<b>Decision (A/D)</b>	<b>Comments:</b>	
	<b>Planning</b>			<b>Zone:</b>	
	<b>Codes/Building</b>				
	<b>Admin Services</b>			<b>TOT #:</b>	
	<b>City Manager</b>			<b>Signed:</b>	
	<b>Appealed?</b>	<b>Date Rec'd by City Clerk</b>	<b>Council Hearing Date</b>	<b>Council Decision</b>	

Owner and Agent certify the information in this Short Term Permit application to be true and correct; we acknowledge responsibility for the collection and payment of Transient Occupancy Taxes (TOT) and Business License fees and further agree to the standard conditions of Resolution No. 2002-5575 (attached) and any additional conditions required by the City Manager.

Property Owner: \_\_\_\_\_ Agent: \_\_\_\_\_  
signature signature

## STANDARD SHORT TERM PERMIT CONDITIONS PER RESOLUTION NO. 2002-5575

- A. Within ten (10) days of issuance of a Short-Term Permit, the owner must obtain and pay the appropriate fee for any City of Imperial Beach license, pursuant to the IBMC for each specific rental unit.
- B. The owner or agent must ensure that the Covenants, Conditions and Restrictions (CC&R's) for the subject property do not prohibit the short-term rental of dwelling units.
- C. The owner or agent shall limit overnight occupancy of the short term rental unit to a specific number of occupants, with the number of occupants not to exceed that permitted by the California Building Code and California Fire Code.
- D. The owner or agent shall use best efforts to insure that the occupants and/or guests of the short-term rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of the IBMC or any State law pertaining to noise, disorderly conduct, the consumption of alcohol or the use of illegal drugs.
- E. A notice not exceeding 8-1/2" by 11" in size shall be posted at each short-term rental unit. This required notice shall be displayed in a window, in a location which is clearly visible from a common area or public right-of-way, and shall clearly state the name of the managing agency, agent, property manager, or owner of the unit, permit number, and a local or toll free telephone number at which that party may be reached on a 24-hour basis, in lettering of sufficient size to be easily read.
- F. The owner or agent shall ensure that a representative is available by telephone through a local or toll free number on a 24-hour basis to respond to calls regarding the condition and/or operation of the short-term rental unit. Failure to respond to calls in a timely and appropriate manner may result in revocation of the Short-Term Permit. For purposes of this section, responding in a timely and appropriate manner shall mean that a response to an initial call shall be made within one (1) hour of the time the call was made, and within twelve (12) hours of the initial call, corrective action shall be commenced to address any violation of this Resolution or the Short-Term Permit.
- G. The owner or agent shall, upon notification that occupants and/or guests of his/her short-term rental have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the IBMC or any State law pertaining to noise, disorderly conduct, the consumption of alcohol or the use of illegal drugs, promptly use best efforts to prevent a recurrence of such conduct by occupants or guests.
- H. The owner or agent of a short-term rental unit shall use best efforts to insure compliance with all the provisions of Chapter 8.36 of the IBMC regarding garbage and refuse.
- I. The owner of the short-term rental unit shall post a copy of the Short-Term Permit and a copy of the conditions set forth in this Resolution in a conspicuous place within the unit.
- J. The City Manager shall have the authority to impose additional conditions as he/she deems necessary to achieve the objectives of this Resolution.
- K. Information as to Ordinance No. 2003-1013 and Resolution No. 2002-5575 and any extensions thereof shall be stated in the rental information and rental agreement provided by the owner or agent to prospective renters or prospective purchasers, prior to their occupancy or purchase of the unit.
- L. A violation of the Short-Term Permit constitutes a violation of the Imperial Beach Municipal Code, which may be abated as a public nuisance under Chapter 1.16 of the Code or as an infraction under Chapter 1.12 of the Code.